

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. M279

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Agency

City of Rockville

Division/Unit

Police Department

Item  
No.

Description

Retention

1

Supersedes Schedule M-204, dated 06/02/2005

**STATE OF MARYLAND UNIFORM COMPLAINT  
AND CITATIONS (DR-49)**

File includes a single copy of each State traffic citation  
issued

Retain for 3 years or until  
audited by State, whichever  
is later, then destroy.

2

**STATE OF MARYLAND UNIFORM CIVIL  
CITATIONS (DC-28)**

File includes a single copy of each Uniform Civil citation  
issued

Retain for 3 years from date  
of offense then destroy.

3

**STATE OF MARYLAND UNIFORM CRIMINAL  
CITATIONS (DC-45)**

File contains a Xerox copy of each Uniform Criminal citation  
issued

Local filed copies kept for 3  
years regardless of how  
document is used, then  
destroy.

4

**STATE OF MARYLAND UNIFORM JUVENILE  
CIVIL CITATIONS FOR ALCOHOL AND  
TOBACCO (DC-31)**

File contains a Xerox copy of each Uniform Juvenile Civil  
citation issued.

Local filed copies kept for 3  
years regardless of how  
document is used, then  
destroy.

5

**STATE OF MARYLAND UNIFORM TRAFFIC  
CITATION TRANSMITTAL (DC/CR 95)**

File contains a single copy of Uniform Traffic citations forwarded  
to District Court

Retain for 1 year, then  
destroy.

Schedule Approved by Department, Agency,  
or Division Representative.

Date

Signature

*Robert Rappoport* 12/17/10

Typed Name Major Robert Rappoport

Title Administrative Services Bureau  
Commander

Schedule Authorized by State Archivist

Date

*December 22, 2010*

Signature

*Edward C. Lopenfer*

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RECORDS MANAGEMENT DIVISION  
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(Continuation Sheet)**

**Schedule No. M 219**

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<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
6	<b>MARYLAND SAFETY EQUIPMENT &amp; REPAIR ORDER/WARNING (MSP 157)</b> Document provides 3 options for local law enforcement agency use (a) Safety Equipment Repair Order - copy sent to MSP (b) Warning - maintained by local agency (c) Field Interrogation - maintained by local agency	Local filed copies kept for 3 years regardless of how document is used, then destroy.
7	<b>CITY OF ROCKVILLE PARKING VIOLATIONS</b> File includes a single copy of City parking citations issued.	Retain for 3 years, then destroy.
8	<b>MOTOR VEHICLE ACCIDENT REPORTS</b> File contains all motor vehicle accident reports on file.	Retain for 3 years, then destroy.
9	<b>POLICE PROPERTY CARDS</b> File contains a log of property coming into police possession for a variety of reasons, and the final disposition of the property.	Retain for 3 years, then destroy.
10	<b>FIELD INTERVIEW REPORTS</b> (a) Paper copy - File contains intelligence gathering information recording identities of suspicious persons. (b) Electronic copy - information from the paper copy is entered into the Department's "CrimeStar" records management system.	a. Retain for 1 year, then destroy.  b. Retain for the life of the records management system, plus 1 year, then destroy
11	<b>RECORDS TRANSMITTAL SHEETS</b> File contains one copy of Rockville City Police reports sent to Montgomery County Police, Records Division.	Retain for 1 year, then destroy.
12	<b>GENERAL ORDER DISSEMINATION LOGS</b> File contains sign off sheets that officers have acknowledged changes to departmental General Orders.	Retain for 1 year, then destroy.

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<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
13	<b>DAILY ROLL CALL SUMMARY SHEETS</b> File contains a single copy of personnel working, equipment used, and summary of citations/reports written.	Retain for 1 year, then destroy.
14	<b>PAYROLL</b> File contains departmental copies of time sheets, leave request forms, and overtime / comp slips.	Retain for 1 year, then destroy.
15	<b>TOW SERVICE CALL OUT RECORD</b> File contains a log of authorized tow companies and the dates, times, and locations of vehicles towed.	Retain for 1 year, then destroy.
16	<b>VEHICLE PURSUIT FORMS AND RESPONSE TO RESISTANCE AND AGGRESSION FORMS</b> File contains forms and documents outlining pursuit actions and use of force actions and critiques.	Retain for 3 years, then destroy.
17	<b>ACCREDITATION FILES</b> File contains individual standard proofs of compliance and general correspondence dealing with accreditation.	Retain for period that accreditation is in effect, then destroy.
18	<b>PRE-EMPLOYMENT BACKGROUND INVESTIGATION FILES</b> File contains employment application, test results, and confidential questionnaire booklets.	If not hired, retain for a period of 3 years, then destroy.
19	<b>BACKGROUND INVESTIGATION FILES</b> File contains information on current employees. Files may contain, but not limited to, the hiring process, evaluations, training records, summary of disciplinary actions, awards, complimentary letters, etc.	Retain for 5 years after separation, then destroy.
20	<b>INTERNAL AFFAIRS / ADMINISTRATIVE INQUIRIES / ACCIDENT REVIEW FILES</b> File contains investigative information and reports, action taken and related correspondence on complaints filed internally and externally, against employees.	Retain for 3 years after separation, then destroy.

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Item No.	Description	Retention
21	<b>TRAINING RECORDS</b> File contains departmental correspondence related to training assignments, schedules, lesson plans, attendance, test scores,	Retain for 3 years, then destroy.
22	<b>AUTOMATED ENFORCEMENT PROGRAM COURT PACKETS</b> File contains documents necessary to prosecute photo enforcement violations in court.	Retain for 3 years, then destroy.
23	<b>RIDE ALONG APPLICATIONS</b> File contains ride along applications.	Retain for 3 years, then destroy.
24	<b>READING FILE</b> File contains inter/intra departmental correspondences.	Maintain during tenure of the Chief of Police plus 3 years, then destroy.
25	<b>CRIMINAL FILE</b> Contains 2 types of identifier files - (a) RCID 5" X 8" - Descriptive - Alphabetically with unique number assigned (b) ALPHA 3" x 5" - Descriptive  Both give name, addresses and vital statistics of defendant. Serves as a locator for reports and arrest jackets and record checks.	Retain for 70 years, then destroy.
26	<b>CRIMINAL ARREST FILE</b> File contains a numerically sequential file by calendar year through December 31, 1987 containing all documents relating to the arrest of individual including - original arrest report, copy of incident report, and other documents. Comment: Effective 1 January, 1988, Montgomery County Police Department became custodian of all City of Rockville arrest records executed on and after 1 January, 1988.	Retain for 70 years, then destroy.

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27	<b>JUVENILE ARREST FILES</b> File contains all documents relating to the arrest of juveniles - arrest report, event report, and other documents. Comment: Effective January 1, 1988, Montgomery County Police Department became custodian of all City of Rockville arrest records executed on and after January 1, 1988.	Retain until the respondent is 18 years and 6 months old, then destroy.
28	<b>INCIDENT FILES</b> File contains a sequential file by calendar year through December 31, 1987 of original documents relating to events, crimes and other incidents reported to Police and required to be in writing by law, regulation or policy. Comment: On January 1, 1988, the record system of this Department was integrated with the Montgomery County Police Department. Since that time, they have been the custodians of the incident file for reports made on and after January 1, 1988.	Retain for 70 years, except as required by expungement law, then destroy.
29	<b>DEPARTMENT GENERAL FILES</b> <ul style="list-style-type: none"> <li>a. Neighborhood Services Officer (NSO) Activity Cards (blue - calls for service)</li> <li>b. NSO Reports</li> <li>c. Animal Review Official (ARO) case files</li> <li>d. Dog License files</li> <li>e. Permit Parking applications</li> <li>f. Home Security Surveys</li> <li>g. Crime Prevention Through Environmental Design (CPTED) Surveys</li> <li>h. Emergency Business Contact Forms</li> <li>i. Departmental Budget Files</li> <li>j. Domestic Violence Files</li> <li>k. Hawker / Peddler Licenses</li> <li>l. Officer's court logs</li> <li>m. Confidential Informant (CI) Files</li> </ul>	<ul style="list-style-type: none"> <li>a. 2 years, then destroy.</li> <li>b. 3 years, then destroy.</li> <li>c. 3 years, then destroy.</li> <li>d. When license expires, then destroy.</li> <li>e. End of 5-year cycle, then destroy.</li> <li>f. 3 years, then destroy.</li> <li>g. 5 years, then destroy.</li> <li>h. When updated, then destroy.</li> <li>i. 5 years, then destroy.</li> <li>j. 3 years, then destroy.</li> <li>k. 1 year, then destroy.</li> <li>l. 1 year, then destroy.</li> <li>m. 3 years after CI is no longer active, then destroy.</li> </ul>

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30	<b>MILES/NCIC RECORD LOGS</b> Log of daily/monthly messages transmitted on these systems from the computers in dispatch.	3 years, then destroy.
31	<b>CRIMINAL HISTORY LOG BOOK</b> Record of every subject that our agency has obtained criminal history information on.	3 years, then destroy.
32	<b>WARRANT LOG BOOK</b> Record of every warrant received by agency is logged and assigned a unique identifying number.	3 years, then destroy.
33	<b>DEPARTMENTAL DRINKING &amp; DRIVING RECORDS / LOGS</b> <ul style="list-style-type: none"> <li>a. Intoximeter Records – Instrument repair reports, field maintenance inspection reports, etc.</li> <li>b. Maryland State Police Chemical Test for Alcohol Unit (CTAU) Breath Operator Log Book</li> <li>c. Yearly summary reports – dispositions of drinking and driving cases.</li> <li>d. Monthly summary reports – for drinking and driving, and Preliminary Breath Test (PBT) reports</li> </ul>	a. Life of equipment, plus 1 year, then destroy. b-d. 3 years after case is adjudicated, then destroy.
34	<b>IN CAR DIGITAL VIDEO</b> Electronic digital images recorded from cameras mounted in police vehicles. Images are maintained on a secure server.	1 year plus 1 day, then destroy.